

**TILLAMOOK CITY COUNCIL MEETING
MONDAY, MAY 2, 2011
CITY HALL, 210 LAUREL AVENUE**

CALL TO ORDER/FLAG SALUTE:

Mayor Weber called the regular City Council meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

ROLL CALL:

Those present for roll call:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson
Councilor Cheryl Davy

Absent: None

Staff Present:

Paul Wyntergreen, City Manager
John Putman, City Attorney

AGENDA:

The posted agenda for the meeting of May 2, 2011 is attached and by this reference is made a part of the record.

MINUTES: None

PROCLAMATIONS:

Mayor Weber announced and briefly spoke about the Letter Carrier Annual Food Drive set for May 14, 2011.

PRESENTATIONS:

Mayor Weber introduced **Bob McPheeters** who did a presentation of Tillamook Estuary Partnership (TEP) of the history and current projects.

PUBLIC HEARINGS:

Mayor Weber asked the audience if there were any Non-Agenda items to be open for discussion but there were none. She then asked the Councilors if they had any Non-Agenda Items for Council Concerns. There were none.

Mayor Weber if there were Non- Agenda Items for Council concerns. **Councilor Martin** commented on budget concerns which **Wyntergreen** will respond to. **Councilor Forster** commented regarding receipt of council meeting packets, which was discussed.

NEW BUSINESS:

1. **Mayor Weber** announced the request for the closure of Grove Street for the Redeemer Lutheran Church Vacation Bible School and noted this is an annual request. The Police Department and the Public Works Department are in support of this request.

Councilor Sandusky made a motion to allow the closure of Grove Avenue between 3rd Street and 4th Street, from June 27, 2011 to July 1, 2011 as requested by the Redeemer Lutheran Church for Vacation Bible

School. Councilor Forster seconded the motion. With no further discussion, Mayor Weber called for the vote and the motion carried unanimously by Council seated.

2. **City Manager Paul Wyntergreen** presented the request from the Oregon Food Bank for the use of Laurel Street on May 14, 2011 for the food drive. City Manager Wyntergreen **noted** staff recommends approval.

Councilor Martin made a motion to allow the closure of a portion of Laurel Street on May 14, 2011 for the food drive. Councilor Forster seconded the motion. With no further discussion, the motion carried unanimously by Council seated.

3. **City Manager Paul Wyntergreen** explained the Fair Housing Activities and Close-Out Request regarding the Women's Resource Center block grant and the requirements. His recommendation is to set a hearing for June 6, 2011 at the City Council meeting. The City Attorney commented. There was council discussion. The City Attorney and the City Manager will research the deed.

Councilor Sandusky made a motion for a Councilor to prepare a program on Fair Housing for Children and Families and to present it. Councilor Forster seconded the motion. With no further discussion, Mayor Weber called for the vote. The motion carried unanimously by Council seated.

Councilor Sandusky made a motion to set the Fair Housing Close-out Hearing for the Community Development Block Grant that established the Women's Resource Center Block Grant for June 6, 2011 at the regular City Council meeting. Councilor Davy seconded the motion. The motion carried unanimously by the Council seated.

4. **City Manager Paul Wyntergreen** explained the recommendation pertaining to moving to "Cash Basis" accounting for the City. There was council discussion. City Manager Wyntergreen also noted the Letter of Engagement for Pauly, Rogers and Co., C.P.A.'s.

Councilor Sandusky made a motion to move to cash basis for accounting for the city. Councilor Martin seconded the motion. With no further discussion, Mayor Weber called for the vote. The motion carried unanimously by Council seated.

Councilor Martin made a motion to approve the Letter of Engagement from the auditors, Pauley, Rogers, and Co. C.P.A.'s. The motion was seconded by Councilor Sandusky. There was council discussion of the contract and current auditors. Mayor Weber called for the vote and the motion carried unanimously by Council seated.

5. City Manager Paul Wyntergreen explained the bill pay procedure for the City. He noted a cutoff date would need to be implemented to include a summary sheet for council meetings. There was discussion of emergency procedures and the finance committee. Staff recommends approval.

Councilor Forster made a motion to change the current policy to include a summary sheet of the bills payable provided to the council in the City Council meeting packets. Councilor Henson seconded the motion. Mayor Weber called for the vote. The motion carried unanimously by Council seated.

PENDING BUSINESS:

1. **City Manager Paul Wyntergreen** went over the staff report of the Sidewalk Improvement Plan and explained. **Public Works Director Arley Sullivan** has recommended a workshop on this issue. There was council discussion. The work session is scheduled prior to the June 6, 2011 City Council meeting.

LEGISLATIVE:

1. City Manager Paul Wyntergreen explained the Resolution pertaining to the Business License Surcharge and went over the recommendation. There was council discussion, audience comments were accepted, the Tillamook Revitalization Association (TRA) Quarterly Report and budget were discussed. The resolution was discussed.

Councilor Sandusky made a motion to adopt A RESOLUTION AMENDING NO. 1529 PROVIDING A SURCHARGE IN ADDITION TO THE TILLAMOOK CITY BUSINESS REGISTRATION FEE TO BE DEDICATED TO THE TILLAMOOK REVITALIZATION ASSOCIATION AND ITS ACTIVITIES, with a change in Section 4 of the date to June 30, 2014. Councilor Forster seconded the motion. There was

discussion about the resolution and future goals. With no further discussion, Mayor Weber called for the vote. The motion carried unanimously by Council seated.

2. **City Manager Paul Wyntergreen** presented the Strategic Plan Resolution. There was discussion of the goals and the budget.

Councilor Sandusky made a motion to adopt A RESOLUTION ADOPTING THE CITY OF TILLAMOOK COUNCIL STRATEGIC PLAN FOR 2011 – 2012. Councilor Henson seconded the motion. Mayor Weber called for the vote. The motion carried unanimously by Council seated.

3. **City Manager Paul Wyntergreen** explained the ordinance regarding the Council Rules. There was council discussion. It was agreed this issued will be held over for a future meeting.

MONTHLY REPORTS:

Mayor Weber went over the monthly reports included in the council packets, and a part of this record, of the City Planner, Public Works Director, Police Chief, Municipal Court, and Mayor. Councilor commented.

COMMITTEE REPORTS:

Personnel Committee and Tillamook Urban Renewal Agency (TURA) reports were made by **Councilor Sandusky**.

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:

Mayor Weber asked for council consensus approval to be on the Oregon Youth Authority Advisory Committee per their request. City Council consensus was to allow the Mayor to sit on that committee.

AUTHORIZATION TO PAY BILLS:

The Finance Committee had reviewed the current bills prepared for payment. **Councilor Martin moved to pay the bills approved by the Committee. A second was made by Councilor Sandusky. Council seated approved the motion unanimously.** Bills were paid in the following total amount \$82,113.28. A copy of the voucher register is attached and by this reference is made a part of the record.

GENERAL CHECKING ACCOUNT

A/P Batch 05/02/2011

Checks #30627-30679

\$82,113.28

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 9:05 P.M.

APPROVED:

Mayor

ATTEST:

City Recorder